



Cicero School District #99

Job Title: *Spanish Interpreter*
Reports to: *Director of Special Education or Designee*

Position Summary

- To assist with Spanish interpretation at district and out of district IEP meetings, multidisciplinary conferences and other special education related meetings.

Qualifications & Requirements

- High School Diploma
- Fluent and Literate in Spanish
- Valid Illinois Driver License

Duties & Responsibilities

- Provision of interpreter services at both in/out of District IEP, Multidisciplinary Conferences and or other related meetings
- Communication with parents for whom interpreter services were provided
- Assist with phone communication within the special education department with callers needing interpretation services
- Initiation of phone contact with parents requiring Spanish interpretation to communicate regarding; transportation services, registration and other important department communications
- Assist with registration activities for parents requiring interpretation services
- Assist with department clerical activities when not scheduled for interpreter services
- Assist school teams, special education instructional and related services staff with interpreter services in communicating with parents/guardians
- Assist PPS and Special Education staff with home visits for parents requiring interpreter services as needed
- Assist with Special Education Department parent communications, which require translation from English to Spanish.
- Assist with Special Education Department parent communications that require translation from English to Spanish.
- Perform other duties as assigned.

Working conditions

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing.

Terms of Employment

Start Date: TBD
Work Year: 10 month
Compensation: As outlined in the PSRP collective bargaining agreement
Union Affiliation: PSRP

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.